

<b>United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET</b>		1. DUTY LOCATION <i>Atlanta, GA</i>		2. POSITION NUMBER <i>(b) (6)</i>	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify This Position					
	b. Title	c. Service	d. Series	e. Grade	f. CLC
Official Allocation	ENVIRONMENTAL ENGINEER/SCIENTIST	GS	819/1301	13	<i>001</i> <del>100</del>
4. SUPERVISOR'S RECOMMENDATION		UST PROG. MGT. OFFICER			
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE <i>(b) (6)</i>		
7. ORGANIZATION (give complete organizational breakdown)					
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			e. <i>UST &amp; PCB/O&amp;P ENFORCEMENT &amp; COMPLIANCE SECTION</i>		
b.			f.		
c. <i>RESOURCE CONSERVATION RESTORATION DIVISION</i>			g.		
d. <i>ENFORCEMENT &amp; COMPLIANCE BRANCH</i>			h. Organization Code <i>TGAD 0000</i>		
8. SUPERVISORY/MANAGERIAL DESIGNATION					
<input type="checkbox"/> [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide.					
<input type="checkbox"/> [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.					
<input type="checkbox"/> [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.					
<input type="checkbox"/> [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.					
<input type="checkbox"/> [T] "Team Leader" This position meets the requirements for coverage under Part II of the General Schedule Leader Grade Evaluation Guide.					
<input checked="" type="checkbox"/> [N] None of the above applies. This is a non-supervisory/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor			d. Typed Name and Title of Second-Level Supervisor		
<i>(b) (6)</i>			<i>(b) (6)</i>		
10. OFFICIAL CLASSIFICATION CERTIFICATION					
a. <input checked="" type="checkbox"/> This position has no promotion potential.		<input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:		b. Fair Labor Standards Act	
				<input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt	
c. Functional Code <i>94</i>		d. Bargaining Unit Code <i>0012</i> <i>9999</i>		e. Check, if applicable:	
		<input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties ( _____ % of time) <input type="checkbox"/> This position is subject to random drug testing ( _____ )		f. Signature <i>Lynne Dumas</i>	
				g. Date <i>12/11/07</i>	
11. REMARKS <u>STATEMENT OF DIFFERENCE</u>					
Pen & ink change made to Org. name/code due to reorg; Effective <i>12-14-14</i>					

United States Environmental Protection Agency, Atlanta GA, 30365 <b>POSITION DESCRIPTION COVERSHEET</b>		1. Duty Location Atlanta GA		2. Position Number (b) (6)	
3. Classification Action					
Reference of Series and Date of Standards Used to Classify This Position <i>GS-819</i>					
	b. Title	c. Service	d. Series	e. Grade	f. CLC
Official Allocation	<i>Environmental Engineer</i>	<i>GS</i>	<i>819</i>	<i>13</i>	<i>100</i>
4. Supervisor's Recommendation	ENVIRONMENTAL ENGINEER	GS	0819	13	
5. Organizational Title of Position (if any)		6. Name of Employee (b) (6)			
7. Organization (give complete organizational breakdown)					
a. U. S. ENVIRONMENTAL PROTECTION AGENCY - REGION 4		e. Atlanta, Georgia			
b. Water Management Division		f.			
c. Ground Water/Drinking Water Branch		g.			
d. Underground Storage Tank Section		h. EPAYS Organization Code 90446200			
8. Managerial Designation					
<input type="checkbox"/> First or second level supervisor of 3 or more employees engaged in substantive professional, technical or administrative work. Duties include assigning, directing and reviewing work evaluating performance recommending personnel actions, training and developing employees, etc.		An individual (as defined by Title VII of the Civil Service Reform Act) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.			
<input checked="" type="checkbox"/> A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.		A management official (as defined by Title VII of the Civil Service Reform Act) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.			
<input checked="" type="checkbox"/> None of the above applies. This is a non-managerial position.					
9. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out Governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor		d. Typed Name and Title of Second-Level Supervisor			
(b) (6)		(b) (6)			
10. Official Classification Certification					
a. <input checked="" type="checkbox"/> This position has no promotion potential.		If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:		b. Fair Labor Standards Act <input checked="" type="checkbox"/> Nonexempt <input type="checkbox"/> Exempt	
Signature of Classification Official <i>Shelak Pattaunkal</i>		Date <i>8-16-96</i>		d. Bargaining Unit Code <i>7777</i> e. Functional Code <i>94</i>	
11. Remarks:					



## **ENVIRONMENTAL ENGINEER, GS-0819-13**

### **I. INTRODUCTION**

The incumbent serves as the Underground Storage Tank (UST) compliance/enforcement program manager. The position is located in the Underground Storage Tank Section, Ground Water/Drinking Water Branch, Water Management Division.

### **II. MAJOR DUTIES**

Advises and provides technical assistance to the team/section on the establishment and implementation of the UST compliance and enforcement program in nondelegated states or jurisdictions and assists primacy programs and those seeking primacy in implementing their programs.

Determines and specifies long-range program goals and objectives and identifies resources necessary to accomplish them. Consults with top management within the Region.

Proposes specific methods and approaches for program accomplishment. Sets milestones, prepares schedules, and develops means of tracking and evaluating program operations and accomplishments. Adjusts schedules, milestones and resources as necessary in order to accommodate changes in Agency priorities, objectives, and policy.

Analyzes the effectiveness of the program by reviewing reports, analyzing complaints, designing and conducting studies, etc. Assesses the appropriateness of program direction and determines the need for redirection of program efforts.

Determines the effects on the Region of proposed legislation, new or proposed program requirements, etc. Influences national/international policies related to the program.

Initiates and formulates regional policies, standards, procedures, management issuances, and other guidance to be used by state/local personnel, regional employees, or other groups.

Interprets rules, regulations, policies, and standards for regional personnel, state offices, and outside organizations; provides staff review of proposed plans, actions, projects, programs, standards, etc.

Represents the Region on program matters with other Federal and nonfederal agencies, EPA Headquarters, state/local agencies, etc., by means of attending meetings, conferences, and hearings; serving on interagency committees; conducting workshops and training; etc.

Provides technical assistance to states and localities in developing and implementing programs. Reviews and evaluates the work of state/local agencies to determine the quality and effectiveness of their programs.

### **III. FACTORS**

#### **Factor 1: Knowledge Required by the Position**

**Level 1-8, 1550 points**

Mastery of advanced environmental engineering principles and practices relating to the Underground Storage Tank Program which enables the employee to provide expert knowledge and information to policymakers, other agency representatives, and industry representatives.

Knowledge of EPA responsibilities under the Resource Conservation and Recovery Act and the Underground Storage Tank Program to serve as an expert witness in judicial proceedings on the technical and economic feasibility of EPA regulations.

Working knowledge of methods and techniques used to develop standards and regulations and of the acceptability of standards and regulations when challenged in court. Skill in evaluating the limits of present and emerging technologies to determine the long-term research and development needs of EPA.

Skill in communicating with elected and appointed Federal, State, and local officials and Congressional staff members regarding the Agency mission, positions on specific issues, and other matters pertaining to Agency policies.

Factor 2: Supervisory Controls

**Level 2-4, 450 points**

The supervisor sets the overall objectives and resources available. The incumbent and the supervisor, in consultation, develop the projects, deadlines, and other parameters of the work. The employee is responsible for planning, developing, coordinating, and evaluating program, projects, activities, or other work independently, for determining methods and approaches, for resolving conflicts that arise, and for keeping the supervisor informed of controversial matters. Completed work is normally accepted as technically authoritative and is reviewed for such matters as fulfillment of objectives, compatibility with other work, and effect on overall operations.

Factor 3: Guidelines

**Level 3-4, 450 points**

Technical, regulatory, and policy guidelines are often broad and nonspecific. The employee is required to use resourcefulness and perception, based on experienced judgment, to adapt or interpret general guidelines; to deviate from or extend traditional practices, methods, and techniques, or to resolve situations where precedents are not available or not applicable.

Factor 4: Complexity

**Level 4-5, 325 points**

Assignments include a broad range of duties, involving substantial depth and breadth, numerous interrelationships, many complex features or variables, and often new theories or methodologies. They typically involve distilling national goals and priorities into regional applications by interpreting and adapting agency-level directives. The incumbent must be versatile and innovation in adapting, modifying, or making compromises with standard guides and methods to originate new techniques or criteria.

Factor 5: Scope and Effect

**Level 5-5, 325 points**

The purpose of the work is to serve as the Underground Storage Tank Compliance/Enforcement Program Manager and provide the guidance and leadership necessary to resolve matters which are very complex, controversial, or which set general precedent or involve delicate coordination or negotiation or major consequence. Efforts affect policy or other decisions, the work of other technical authorities, or major aspects of EPA programs.

Factor 6: Personal Contacts

**Level 6-3, 60 points**

Personal contacts include a wide range of professional and administrative personnel throughout EPA, at other Federal agencies, in state and local governments, private industry, academia, environmental advocacy groups, and in some cases the media and elected officials.

Factor 7: Purpose of Contacts

**Level 7-3, 120 points**

Contacts are for the purposes of collecting and exchanging technical information, providing consultation on problems, defending proposed approaches, negotiating settlement of differences, and resolving problems or controversies.

Factor 8: Physical Demands

**Level 8-1, 5 points**

The work is primarily sedentary in nature.

Factor 9: Work Environment

**Level 9-1, 5 points**

The work is generally performed in an office environment with some travel to attend meetings, symposia, or conferences, or to visit sites in the field.

**Total Points = 3290**

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### GS-13 Enforcement Program Manager

The underground storage tank program does approximately 60 inspections per year with a minimum of 20 enforcement actions. This position is responsible for the coordination and recording of all compliance and enforcement actions for the Region. This position also assists OSWER and OUST in developing inspection policies and guidelines, coordinates with other programs for multi-media inspections, and coordinates enforcement actions with EAD.